

February 9, 2006

## **ACQUISITION ALERT 06-02**

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Helen Hurcombe by email ([Helen.Hurcombe@noaa.gov](mailto:Helen.Hurcombe@noaa.gov)) or by telephone on (301) 713-0325. Please share this message with your acquisition staff.

### **Use of COMMITTS NexGen:**

The following guidance has been sent to all NOAA Line and Staff Offices (Assistant Administrators, Deputy Assistant Administrators, Chief Financial Officers, Chief Information Officers, and Staff Office Directors). You need to be aware of the direction that has been provided to the program offices regarding use of the COMMITTS NexGen vehicle. A delegation of authority to directly place awards under COMMITTS NexGen in lieu of transferring the acquisition to DOC Office of Acquisition Management has been requested and you will be advised once it has been received.

1. All COMMITTS NexGen actions should be planned utilizing NOAA's Strategic Acquisition Management (SAM) Planning tool. Each proposed task order against COMMITTS NexGen contracts is to be included as a separate planned acquisition in SAM.
2. In the Description block in SAM, indicate that award under COMMITTS NexGen is anticipated and identify your NOAA Servicing Acquisition Office. As part of the planning process, a NOAA Acquisition Specialist will review the planned task and provide guidance on the process associated with that award under COMMITTS NexGen or will advise on alternatives more appropriate for the individual requirement. Line and Staff Offices are required to obtain the concurrence in the use of COMMITTS NexGen from the servicing Head of Contracting Office (HCO).
3. If the planned COMMITTS NexGen award exceeds \$10,000,000, formal source selection requirements apply and the Deputy Under Secretary is the approving authority. If a delegation of source selection authority is recommended, the procedures in NOAA Acquisition Handbook Part 15.2.
4. It is critical that acquisition strategy, including the appropriate use of the COMMITTS NexGen vehicle, be determined and concurred in by the servicing NOAA HCO and NOAA Bureau Procurement Official prior to presentation to the NOAA Information Technology Review Board or the Commerce Information Technology Review Board or the Department of Commerce Acquisition Review Board (ARB).